State of Maryland Department of Budget and Management Office of Personnel Services and Benefits 301 West Preston Street Baltimore, Maryland 21201

NOTICE OF DISCIPLINARY ACTION

To Employee:	You or your representative may appeal this disciplinary action to the Cabinet Secretary of your department (if your agency is not headed by a Cabinet Secretary, appeal must be made to the agency head). The appeal must be in writing and filed within 15 calendar days after your receipt of this written notice.			
To Agency:	COMPLETE IN DUPLICATE. Give one copy to the employee; and retain one copy for your files. FOR ACTIONS MARKED WITH AN ASTERISK (*), submit a MS-310 processing form to the Department of Budget and Management's Office of Personnel Services and Benefits, Personnel Transactions Unit.			
Name of Emplo	yee (Classification		Social Security No.
Check appropria	te box and complete:			
() is repriman	ded.			
() * forfeits	Annual Leave days.			
	ed without pay for work o			
() *is denied a	n annual pay increase effect	ive		
() *is demoted	to	at		_, effective
() is placed o	(Classification) n emergency suspension eff	ective	(Salary Level)	_, effective through
DATE OF INCID	ENT THAT PROMPTS THIS	DISCIPLINE:		
DATE WHEN IN	CIDENT WAS DISCUSSED	WITH THE EM	PLOYEE:	
REASON FOR I	DISCIPLINE: (Explain in fu	II)		
Copy to Employe	ee:(Date)		☐ In Person	□ Mailed
(Date)	(Name of Departme	ent) (Name and Signa	ature of Appointing Authority)

MS-4A (Revised 5/98)